



INCOMING LOAN AGREEMENT

Exhibition Title: _____
 Lender: _____
 Email: _____

Exhibition Period: _____
 Department: _____
 Phone #: _____

 Lender's Signature

 Date of Lender's Signature

 Signature for Galleries at Ringling College of Art and Design

 Job Title Date

(To be filled out upon return to Lender)

Return Date: _____ All items returned? Yes No *(if no explain)* Lender's Initials: _____

CONDITIONS COVERING LOANS

1. Ringling College of Art and Design, Inc. (RCAD) will exercise the same care of loans as it does in the safekeeping of its own property. Lender agrees to hold RCAD, and its officers, directors, employees and agents, harmless from and for any damage suffered by the lender or the object loaned that is not caused by the gross negligence of or willful failure to safeguard the object by Ringling College Galleries.
2. Unless other arrangements between the lender and RCAD have been agreed to in writing, the item may be withdrawn from the exhibition at any time only with permission of the Chief Curator of Ringling College Galleries.
3. Insurance: Unless the lender expressly elects to maintain his/her own insurance coverage, RCAD will insure this loan under its insurance policies for the actual cash value not to exceed the amount indicated on the face of this sheet, against all risk of physical loss or damage from any external cause while on location during the period of this loan. The policy referred to contains the usual exclusions of loss or damage due to wear and tear, gradual deterioration, inherent vice, war, invasion, hostilities, rebellion, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade, nuclear radiation or radioactive contamination. If the lender elects to maintain his/her own insurance, RCAD must be supplied with a "Certificate of Insurance" naming Ringling College of Art and Design, Inc. as additional assured with respect to the object(s) or a waiver of subrogation against RCAD. If the lender elects to have RCAD provide insurance coverage as described above, the lender understands the nature of such coverage, and agrees to accept such coverage as its sole and only source for recovery of loss due to damage or injury to the object loaned. In that event, the lender agrees to hold RCAD harmless from and for any loss sustained due to damage or injury to the object in excess of such insurance coverage. If the lender elects to provide his/her own insurance, then such election shall constitute a waiver of any claim the lender may have for damage or injury caused to the object loaned in excess of such insurance coverage. If the lender fails to secure insurance coverage, or allows his/her insurance to lapse, or if the insurance secured by the lender does not fully cover losses sustained by the lender for damage or injury to the object due to technicalities of the particular policy or the providing of incorrect information by the lender to the insurer or for any reason whatsoever not within the control of RCAD, then the lender hereby voluntarily waives any claim the lender may have against RCAD for such loss, and expressly agrees not to seek compensation for such loss from RCAD.
4. In respect to an object that has been industrially fabricated and can be replaced to the artist's specifications, RCAD's liability shall be limited to the cost of such replacement.
5. The object will be returned to the lender or other authorized person after the Exhibition Period. The lender expressly holds RCAD harmless from and for any loss sustained as the result of damage or injury to the object due for any reason other than RCAD's failure to exercise reasonable care toward its safekeeping before its return.

PLEASE TYPE OR PRINT CLEARLY

Artist Name: _____

Size:(unframed) in. _____ in. _____ in.
 _____ Height Width Depth

Title of Work: _____

Weight (if appropriate): _____

Year of Work's Completion: _____

Total Insurance Value

Medium: _____

IS WORK FOR SALE

YES

NO

Price for sale: \$ _____

Instructions: Please complete, print and sign three forms: Submit one to the Gallery, attach one to the artwork and keep one for your records.